

Request for Offers (RFO) Addendum

RFO Number: RFO0005

Addendum Number: 2

Date of Addendum: 5/19/2014

Original Due Date, Time: 5/23/2014, 2:00pm CST

Revised Date, Time (if changing): _____

Title: Quality Assurance Position for Business and Technology Support Staff Augmentation

SCOPE OF ADDENDUM

The following are the Q and A's to the RFO:

1. Please confirm duration of the requirement/anticipated start date; length of the contract/project
 - a. Contract is 1 year, with possible renewal for 2 additional years.
 - b. Start date is 6-1-2014
2. With the timeline given, what happens if the resource chosen is no longer available at the start date?
 - a. If the resource is no longer available, we will select another candidate
3. Is this requirement for two separate resources - one for QA and one for release management or are you looking for one consultant who can do both?
 - a. One consultant who can do both QA and release management
4. Is there a rate range you have in mind? We are putting together our RFO's and would like to know what the Max bill Rates are for these positions.
 - a. Max Bill rate is \$95
5. Is there an incumbent currently providing these services? If so are they eligible to respond to this RFO? Is the QA/Release Manager position you are seeking an addition to current staff, or are you renewing a position that already exists? Are there any incumbent vendors/resources responding to this RFO?
 - a. Yes, there is an incumbent vendor for this position and they are eligible to respond to this RFO
 - b. The position already exists
6. How many candidates may we submit?
 - a. No more than 2 qualified candidates

7. Is interview part of the process? If so, when would that happen in the RFO review process?
- a. Yes. When we receive the qualified candidates resume, we will have 1 face-2-face (if local candidate) interview with the hiring manager
 - b. The final 2 candidates will be brought back for a 2nd interview with members of the application development team
8. Will you accept resources who are out of state or can only Skype or phone interview?
- a. The initial interview can be by phone, however, one in-person interview is required.
 - b. This is an onsite position. Non-local candidates will need to be onsite during the length of the contract.
9. Please share an overview of the interview process. (One phone screen, one onsite, two onsite, etc.)
- a. Interview process is two onsite interviews. The first with the hiring manager, and the final 2 candidates will interview with members of the application development team.
10. How many companies were given the opportunities to respond to this RFO?
- a. Approved vendors in the MN State's SITE system
11. There are responsibilities listed for a QA and a Release Manager. Are these two separate roles? If only one role, what is the breakdown of job responsibilities?
- a. This is one role. The QA role is 80% of the responsibility, with 20% allocated to Release Management
12. What is the anticipated daily work schedule for selected vendor resources (8AM – 5PM Mon-Fri)?
- a. The daily hours are 7:30 – 5. The expectation is an 8 hour day, totaling 40 hours per week
13. Please state the primary work location and whether vendor resources be required to travel to off-site? If so, please confirm if the reimbursements for any such travel will be as per the State of MN's travel policy.
- No travel. Position is located at Minnesota Housing, 400 Sibley St, St. Paul, MN

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE:

RFO Number: RFO0005

Addendum Number: 1

Date of Addendum: May 13, 2014

Original Due Date, Time: 5/23/14, 2:00p CDT

Revised Date, Time (if changing): _____

Title: Quality Assurance Position for Business and Technology Support Staff Augmentation

SCOPE OF ADDENDUM

The following is an addition to the RFO:

Duration of Engagement

Minnesota Housing has an immediate need for one (1) quality assurance/release manager. Anticipated start date is June 1, 2014. Resource will be required for at least one year, with the possibility of two additional one-year renewals.

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RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: